The **Collaborative Learning Room (CLR)** supports the mission of the University by providing space to develop collaborations and partnerships. The CLR may be used for presentations and meetings, including those hosted by recognized student organizations; the room is not meant for group study and is not multifunction rooms to be used for parties and social events.

1. University of Maryland, Baltimore (UMB), UMMC, and VA faculty, staff, and students may use the Collaborative Learning Room. The room is not available for outside groups.

2. Available Monday - Friday 8:00 am-5:00 pm by reservation only. The CLR is not available before 8:00 am.

3. **To reserve the room, complete the CLR online reservation form.** You will receive an email regarding your request.

4. A non-Library group may make a reservation no more than 1 year in advance.

5. Reservations must be made at least 48 hours in advance.

6. If food/snacks/drinks are being served, remove all trash and food/drink after a meeting or class. **FAILURE TO CLEAN UP WILL RESULT IN LOSS OF ROOM PRIVILEGES.**

7. The rooms may not be used for events or classes that charge a fee to attend.

8. The room is equipped with technology. See the [HS/HSL website](http://hs/hsl) for the most current information.

9. Groups using the room are responsible for any damage occurring to the technology or furnishings during use.

**ROOM SET UP:**

The host of the meeting/class is responsible for room set up. Tables, chairs and the teaching podium are on wheels; furniture can easily be arranged into the ideal configuration. Examples of room setups include **classroom style, collaboration style**, and **meeting style**. When reserving the room, build in time to arrange the room. For example, for a 9:00 class, reserve the room beginning at 8:30. **After use, return the room the classroom style setup.**

**CANCELLATION DUE TO INCLEMENT WEATHER:**

If the HS/HSL is closed due to inclement weather, all meetings and classes in the building are canceled. Call the campus alerts hotline to determine whether the campus is closed: 410-706-8622.

**CONTACT US**

To reserve the room, complete the CLR online reservation form.